



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

September 28, 2005

****IMPORTANT NOTIFICATION****

TO: School Administrators
CC: English Language Learner (ELL) Coordinator
FROM: Mr. Craig Rector, Director
Federal Discretionary Grants
SUBJECT: 2005 Limited English Proficient (LEP) Student Census

The fall 2005 Limited English Proficient Student Census is less than one month away. This census is to be conducted by all public school districts in Missouri from **October 17 - November 7, 2005.**

As a required activity of the Missouri state Title III grant, the results of this census are to be analyzed and published by DESE, *but only if they are valid and reliable*. I am pleased to report that a large number of public school districts reported back last year. The results of that census showed a **26%** increase in the total number of Limited English Proficient students enrolled in Missouri schools.

State agencies (including DESE), Institutions of Higher Education (IHEs), Local Education Agencies (LEAs), nonprofit organizations and many other interest groups use the data collected from this census for various purposes, including the design of educational and service programs, publications, funds allocation, and the attraction of funds to the State of Missouri, including **Title III** of the No Child Left Behind (NCLB) Act of 2001.

Again this year, the census form will be available on the web. **All public school districts will be expected to submit their LEP student data via the Internet. The data that you submit should be for the completed last school year 2004-2005.** It is important to complete the census even if your district has no Language Minority (LM) or LEP students enrolled. No paper forms will be available. In addition to eliminating the cost and difficulties associated with paper forms, the information submitted will automatically be entered into a database. This will make summary reports about LEP students and the services they receive instantly available. The LEP census is available under DESE Web Applications: <https://k12apps.dese.mo.gov/webapps/logon.asp>. Please take the time to familiarize yourself with the format.

There are three keys to accurately and efficiently report the LEP students who are enrolled in your district:

- 1. Understand the terms used in identifying language minority children:**
Language Minority (LM); Limited English Proficient (LEP); home, native, mother or first language.
- 2. Have the district's ELL coordinator knowledgeable in minority language issues and oversee, collate, and complete the census form.**
- 3. Submit the LEP Census even if there were no LM or LEP students enrolled in the 2004-2005 school year. If your district does not have any LEP or LM students, you will only have to complete Steps 1.1 and 1.2.**

Because of the nature of electronic data collection, the census form will only be available for a limited period of time (October 17 - November 7, 2005). Before and after that time period, **you will not be able to input information.** Please plan now so that the information you need to report is ready by October 17. A *LEP Census Data Collection Worksheet* is enclosed and one is also being sent to the district ELL coordinator to assist in compiling the needed information. The worksheet is also available to download at: <http://dese.mo.gov/divimprove/fedprog/discretionarygrants/>.

If you employ an appropriate enrollment-screening instrument, you should already know the number of LM students in your schools. If you have assessed these students' English proficiency, you already know the number of LEP students in your schools. **Please complete all requested information for the 2004-2005 school year.**

If you do not have the enrollment information listed above, or do not provide services to LEP students, or if you have questions about any aspect of this census, please contact our office immediately at 573-526-3232.

Failure to properly identify these children carries serious social, ethical, and legal implications. Let us recognize these students so we can help them achieve the same high standards expected of all Missouri students.

Enclosure